

**Kalamazoo County Government job posting;**

**COMMUNITY ACTION AGENCY MANAGER**  
**HCS - Community Action Agency**  
**Salary (K10):\$24.46/hr.**  
**Fulltime, M-F Days**

**Posting: #064-16**  
**Date Posted: 7-10-16**  
**Deadline (rec'd by 5:00 p.m. EST):7/23/16**

**Responsibilities and Qualifications:**

Provide overall CAA leadership, establishing responsibility and authority limits for reporting staff members; oversee the design and implementation of staff development and training programs. Develop program goals and objectives, and monitor all programs to ensure compliance with federal regulations and grant requirements, inter-program and agency coordination, efficient utilization of program resources and planning, and coordination/collaboration with community anti-poverty related programming. Coordinate the work of the Community Action Tripartite Advisory Board serve as an administrative liaison.

Bachelor degree in social work, public administration, human service, or related field; or any comparable combination of education, training, or experience. Master degree in social work, public administration, or related preferred. Strong written and verbal communication, leadership, program development and evaluation skills. Five or more years of management/administration experience in human services field (not-for-profit or public sector preferred), including three-years supervisory. Basic computing skills which include: word processing, spreadsheets, database and internet access. Experience with grant funding administration desired

**Apply online**

**<http://www.kalcounty.com/eif/openingsint.php?Posting=984>**